



Senior Auditor

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit www.tn.gov/generalservices.

The Department is currently seeking a qualified Auditor 4 within its Internal Auditor Division. Under general supervision, the Auditor 4 will function as an Assistant Director and lead/supervise multiple teams of professional personnel in performing financial, compliance, operational and/or performance audits. Assignment to a specialty audit function without supervisory responsibilities is provided in rare cases such as in acting as special auditor on a uniquely difficult audit.

The position is located in [downtown Nashville](#) and salary will be determined on qualifications and experience. In addition to annual salary, the State of Tennessee offers a comprehensive health benefits package along with paid holidays, deferred compensations, a retirement package, higher education fee discounts for eligible dependents, and fee waivers for employees. Information regarding benefits can be found at www.tn.gov/hr/employees1/benefits.html. Candidates should submit a resume and letter of interest to DGS.Recruiting@tn.gov.

Comment [MT1]: Update location if VAM position

Examples of Duties and Responsibilities

- Leads assigned subordinates in conducting operational audits to evaluate efficiency and effectiveness of various programs
- Examines organizational structure, managerial practices, policies and procedures and record-keeping procedures to ensure compliance with federal, state and other governing body regulations
- Reviews the work of assigned subordinates to ensure accuracy and completion
- Reviews departmental risk assessments to ensure compliance with the requirements of the Financial Integrity Act
- Leads assigned subordinates in conducting investigations into allegations of fraud, waste, and abuse of State resources
- Review and approve draft narrative reports that clearly communicate audit results and make recommendations for corrective actions, when appropriate
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance
- Lead assigned subordinates in performance of daily tasks to ensure goals are achieved and individual performance guidelines are being met
- Communicates with internal and external customers in a courteous and professional manner to promote healthy relationships and provide exceptional customer service
- Conducts themselves in a professional manner during the course of assigned duties as well as demonstrates proactive approaches to problem solving and decision making
- Attends professional development and continuing education as required
- Perform administrative duties, manage subordinates time and leave request as required, review and approves leave/overtime request for assigned subordinates based on departmental guidelines

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.



Requirements

- Completion of a bachelor's degree from an accredited college in Accounting, Business Administration, Finance, Public Administration, or related field
 - 24 semester hours in Accounting is desirable and may include up to 6 semester hours in business law
- Experience equivalent to five or more years of full-time, increasingly responsible and professional auditing work
- Experience supervising a team of personnel
- Experience working with Microsoft Office
- Knowledge of Accounting principles and ability to analyze information and data
- Excellent presentation, verbal and written communication skills
- Strong attention to detail and organizational skills
- Excellent customer service skills

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